

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

November 01, 2016

**Aldermen Hirschmann, Ludwig,
Long, Shea, Katsiantonis**

6:00 p.m.

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Hirschmann calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation on Vitals SmartShopper.
4. Summary of outstanding arbitrations and grievances submitted by Daniel Cocuzzo, Chief Negotiator.
(Note: Provided for informational purposes only; no action required.)
5. Requisition request report submitted by Jane Gile, Human Resources Director.
(Note: Provided for informational purposes only; no action required.)
6. Report of City wellness activities submitted by Jane Gile, Human Resources Director.
(Note: Provided for informational purposes only; no action required.)
7. Communication from Jane Gile, Human Resources Director, submitting the requested report on the dependent eligibility audit.
Gentlemen, what is your pleasure?

8. Report of the committee advising that the Member Medical presentation has been received and filed.
(Note: Referred back to the committee by the Board of Mayor and Aldermen at a meeting held on October 18, 2016.)
Gentlemen, what is your pleasure?

TABLED ITEMS

(A motion is in order to remove any item from the table.)

9. Discussion regarding the budgeted position for a LADAC.
(Tabled 6/7/16)
10. If there is no further business, a motion is in order to adjourn.

Jane Gile
Human Resources Director



CITY OF MANCHESTER
Human Resources Department

October 21, 2016

To: Human Resources and Insurance Committee

From: Daniel A. Cocuzzo, Esq. Employee Relations Manager, Chief Negotiator

Re: INFORMATIONAL ONLY: Summary of Grievances and Arbitrations

Attached is a summary document of union grievances and arbitrations that are outstanding and/or settled as of October of 2016.

Calendar year 2016 - October
Outstanding and Settled Grievances and Arbitrations
As of October 2016

Department	#-year	GRIEVANCE	STATUS	ARB #/DATE	OUTCOME
AFSCME - P&R	10-15	Qualifications and Promotion Class Action	Pre-Arb. 6/19/15	Arbitration TBD	
AFSCME-EPD	11-15	Article 6.1 Seniority and Promotion WM	Pre-Arb. 8/6/2015	9/9/2016 Arb. Cooper	Awaiting decision
AFSCME-Highway	13-15	Article 6.1 Seniority and Promotion BC	Pre-Arb. 10/29/15	Arbitration September 9, 2016 Arb. Cooper	Awaiting decision
AFSCME-Highway	1-16	Plus Rate in accordance w/Article 9	Pre-Arb. 2/23/2016		Union to supply additional information
AFSCME-DPW-Class Action	2-16	Use of paid leave on Floating Holiday	Pre-Arb. 2/2/2016		Settled, Non-precedent setting one time reimbursement of day
AFSCME-Fleet-Class Action	3-16	OT and merging of regular and snow emergency shifts	Pre-Arb. 2/23/2016		Settled. Allowing Department Head flexibility on scheduling. No cost to the city
AFSCME-Fleet	4-16	Floating Holiday an Paid Leave	Pre-Arb. 2/23/16		Settled. Non-precedent setting one time reimbursement of day

AFSCME-Fleet	5-16	Training not issued by seniority	Pre-Arb. 4/26/2016		Put into abeyance with possible resolution in contract negotiations
AFSCME-Fleet	6-16	Overtime call in procedure	Pre-Arb. 4/26/2016		Put into abeyance with possible resolution in contract negotiations
AFSCME-Fleet	7-16	Not paid for training	Pre-Arb. 4/26/2016		Put into abeyance with possible resolution in contract negotiations
AFSCME-EPD	8-16	No Just Cause for discipline	Pre-Arb. 5/11/2016		Settled-reduce written reprimand to verbal with conditions
AFSCME-EPD	9-16	No just cause for discipline	Pre-Arb. 5/11/2016		Settled-Remove verbal warning after 8 months
AFSCME-MASTER	10-16	Dispatcher rotation	Pre-Arb. 7/14/2016		Grievance was withdrawn
AFSCME-MASTER	11-16	Verbal Warning-No just cause for discipline	Pre-Arb. 8/23/2106		Parties agreed to remove the verbal warning after 6 months unless there is a similar and like conduct

AFSCME-Master	12-16	Docked 2 hours pay-Dress code and verbal warning	Pre-Arb. 8/23/2016		Agreed to reimburse the grievant as long as the union did not challenge the issued dress policy henceforth regarding shirts. No resolution on verbal to date.
AFSCME-Master	13-16	Plus Rate bypass	Pre-Arb. 9/7/16		Union withdrew grievance
AFSMCE-Master	14-16	Harassment	Pre-Arb. 9/7/16		No resolution at the Pre-Arb. Grievance may still be processed to arbitration
AFSCME- Master	15-16	By pass and grievant not given interview.	Awaiting date on pre-arb.		
IAFF-Firefighters	1-16	No just cause for discipline	Pre-Arb. 4/7/2016		Settled-reduce written reprimand to verbal
MPPA	1-16	Termination	Pre-Arb. 8/2/16	Arbitration TBD	Awaiting a December date for arbitration.
MPPA	2-16	A-Step	Pre-Arb. Held 8/26/16	Arbitration TBD	

USW-Waterworks	2-12	FLSA Overtime Issue	Pre-Arb. 6/27/2012	Arbitration 3/9/2016 Arb. Martin	Arbitration Decision May 27, 2016 for the city
USW-Waterworks	4-14	Promotion not awarded to member	Pre-Arb. 4/15/2014	Arbitration 3/7/2016 Arb. Ellis	Arbitration decision May 11, 2016 for the city
USW-Waterworks	5-15	Temporary Employee and assignment of OT	Pre-Arb. 9/15/2015	Arbitration Zuckerman 2/18/2016	Arbitration decision issued May 13, 2016 for the city
USW-Waterworks	6-15	Retaliation for filing grievance	Pre-Arb. 9/15/2015	Arbitration Zuckerman 2/18/2016	Arbitration decision issued May 13, 2016 for the city
USW-Waterworks	7-15	Discrimination in the selection process	Pre-Arb. 4/12/2016	Arbitration held on October 6, 2016. Arb. Cooper	Awaiting decision.
USW-Waterworks	1-16	Use of paid leave on Floating Holiday	Pre-Arb. 2/16/2016	Arb. Date to be announced	Settled, non precedent setting 1 time reimbursement of day.
USW-Waterworks	2-16	"Underfilling" in violation of preamble, Articles 11.8, 36.2 and long standing past practice	In grievance process		
USW-Waterworks	3-16	Failure to respond to grievance	In grievance process		
USW Water Works	4-16	Failure to allow grievant at arbitration	In grievance process		
ULP	G-0058-27	Denial to release attendance records of all MWW applicants for promotion and those promoted for the past 5 years		12/17/2015 Adj. Hearing	Union prevailed

Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

October 24, 2016

Board of Mayor and Aldermen
One City Plaza
Manchester, NH 03101

Honorable Board of Mayor and Aldermen:

Attached is the Requisition Request Report for the filling of vacant position. The report reflects the current practice of submitting the request first to HR for verification of the vacancy. Once confirmed, the request to fill the vacancy is forwarded to the Mayor for his approval.

Please note that prior to the October 4, 2016 BMA meeting, sworn safety personnel were exempt from receiving the Mayor's approval prior to hiring. Thus, in this instance, the requisition was sent to HR for verification prior to commencing the hiring process.

Respectfully submitted,

Jane E. Gile, SPHR, SHRM S-CP
Human Resources Director

Requisition Approval Report						
September-16						
Requisition #	Department	Position	Date Received	HR Approval	Sent to	Mayor
					Mayor	Approved
Month of August 2016						
107-50-16	Department of Public Works	Public Service Worker II	8/8/2016	8/8/2016	8/8/2016	10/6/2016
108-10-16	Finance	Accounting Technician	8/9/2016	8/9/2016	8/9/2016	8/17/2016
109-41-16	Health	Health Environmental Specialist	8/15/2016	8/15/2016	8/15/2016	8/15/2016
110-71-16	Library	Library Page	8/11/2016	8/11/2016	8/11/2016	8/29/2016
111-41-16	Health	Health Assistant	8/12/2016	8/12/2016	8/12/2016	10/6/2016
112-41-16	Health	School Nurse	8/12/2016	8/12/2016	8/16/2016	8/17/2016
113-25-16	Airport	Dispatcher	8/16/2016	8/16/2016	8/25/2016	9/27/2016
114-25-16	Airport	Airport Mtce. Wrk. Temp/Seas 18 positions	8/30/2016	8/30/2016	8/30/2016	9/27/2016
Month of September 2016						
120-25-16	Airport	Airport Building Technician	9/19/2016	9/20/2016	9/27/2016	9/27/2016
123-55-16	Central Fleet Services	Equipment Mechanic II	9/23/2016	9/26/2016	10/6/2016	10/6/2016
122-50-16	Department of Public Works	Laborer	9/23/2016	9/23/2016	9/23/2016	pending
124-50-16	Department of Public Works	Refuse Collector	9/27/2016	9/27/2016	9/27/2016	pending
125-50-16	Department of Public Works	Refuse Collector	9/27/2016	9/27/2016	9/27/2016	pending
127-50-16	Department of Public Works	Accounting Specialist II	9/30/2016	9/30/2016	9/30/2016	10/6/2016
121-50-16	Department of Public Works	Equipment Operator II	9/23/2016	9/23/2016	9/23/2016	10/6/2016
115-27-16	Department of Public Works-EPD	WWTP Operator	9/3/2016	9/8/2016	9/8/2016	10/24/2016
116-27-16	Department of Public Works-EPD	WWTP Mechanic	9/6/2016	6/8/2016	6/8/2016	10/24/2016
119-50-16	Department of Public Works-EPD	Equipment Operator II	9/13/2016	9/13/2016	9/13/2016	10/6/2016
118-20-16	Planning & Community Dev.	Mechanical Inspector	9/8/2016	9/8/2016	9/8/2016	9/22/2016
126-33-16	Police	Police Officer	10/3/2016	approved by HR	x	x
Month of October 2016						
128-50-16	Department of Public Works	Chief Facilities Manager	10/5/2016	10/5/2016	10/5/2016	10/12/2016
129-54-16	Finance - Parking	Cashier	10/5/2016	10/6/2016	10/6/2016	10/12/2016
130-25-16	Airport	Airport Maintenance Worker I	10/6/2016	10/6/2016	10/6/2016	10/24/2016
131-25-16	Airport	Airport Maintenance Worker I	10/17/2016	10/18/2016	10/18/2016	pending
132-13-16	Information Systems	Computer Systems Specialist Assistant	10/18/2016	10/18/2016	10/18/2016	pending
133-54-16	Finance - Parking	2-p/t Parking Control Officers	10/18/2016	10/18/2016	10/18/2016	10/24/2016
134-50-16	Department of Public Works	Laborer	10/19/2016	10/19/2016	10/19/2016	pending
* effective August 2, 2016 To Mayor for approval.						
** effective October 4, 2016-Fire & Police request go to the Mayor for approval.						

Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

October 24, 2016

Keith Hirschmann, Chair
Human Resources and Insurance Committee
One City Hall Plaza
Manchester, NH 03101

RE: *City Wellness Activities – Fitness Challenge- Flu Shot Clinics*

Dear HRIC Members:

The month of October was a busy one for employee wellness initiatives.

Fitness Challenge:

This is a six week program that provides weekly access to the Downtown YMCA or the Allard Y of Goffstown. Employees (102) who registered are allowed to use the Y facilities twice a week at no charge, enjoying the benefits of membership. Please see attached flyer and information.

Flu Shots:

Free flu shot clinics were conducted at various locations throughout the city for a two week period in October. Approximately 337 city employees were immunized.

Respectfully submitted,

Jane E. Gile, SPHR, SHRM S-CP
Human Resources Director



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Presented by:



FALL INTO FITNESS CHALLENGE

October 10 – November 18, 2016

The fall season is a perfect time for reenergizing your fitness routine after a humid, hot summer, while developing healthy habits that help to prevent holiday weight gain!

All employees are invited to join a six-week **FALL INTO FITNESS CHALLENGE** for weekly access to the YMCA of Downtown Manchester or the YMCA Allard Center of Goffstown. Employees will be allowed to access the facility **twice per week**, and enjoy the many membership benefits—pool, sauna, Kid Zone child care program, all fitness classes, free wellness orientations, etc!

Challenge Rules: All participants will receive a prize during their first week of accessing the YMCA.

- Employees who attend the YMCA **ONCE PER WEEK** for **SIX WEEKS** will be entered into a raffle for a **\$75 gift card to Runner's Alley**.
- Employees who attend the YMCA **TWICE PER WEEK** for **SIX WEEKS** will be entered into a raffle for a **Fitbit Alta Activity Tracker**.



Registration: Employees must register no later than **Oct. 7th** on the Wellness Committee's webpage at:

<https://www.manchesternh.gov/Departments/Human-Resources/Wellness/Employee-Fitness-Challenge>

For questions, please email the Wellness Committee at WellnessCommittee@manchesternh.gov

Gile, Jane

From: newsletter
Sent: Wednesday, October 05, 2016 4:01 PM
To: Gile, Jane
Subject: Fall Into Fitness Challenge!

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Thank you for registering to participate in the FALL into Fitness Challenge!

The following is a listing of important items to assist you in successfully starting the Challenge on October 10th:

- Please complete the attached **PAR-Q and Waiver Form**, and return it to the YMCA on your first visit. These forms are also located on the Wellness Committee's website.
- To access the YMCA in Manchester or Goffstown twice per week, you will need to use the **Challenge Punch Card**. The Punch Card is attached to this email. The Punch Card will also be used as your raffle prize entry. At the end of the Challenge, you should return your Punch Card to the Benefits Coordinator in the City's Human Resources Department no later than November 22nd.
- The YMCA is hosting two **Open House Events** for employees to tour the gym and learn more about programs and services that could be used during the Challenge. No registration is required; drop in any time between 5:30-7:00pm. More info below.
 - YMCA of Downtown Manchester: October 10th from 5:30-7:00pm
 - YMCA Allard Center of Goffstown: October 12th from 5:30-7:00pm

Please email the Wellness Committee at WellnessCommittee@manchesternh.gov with any questions.

To your health,

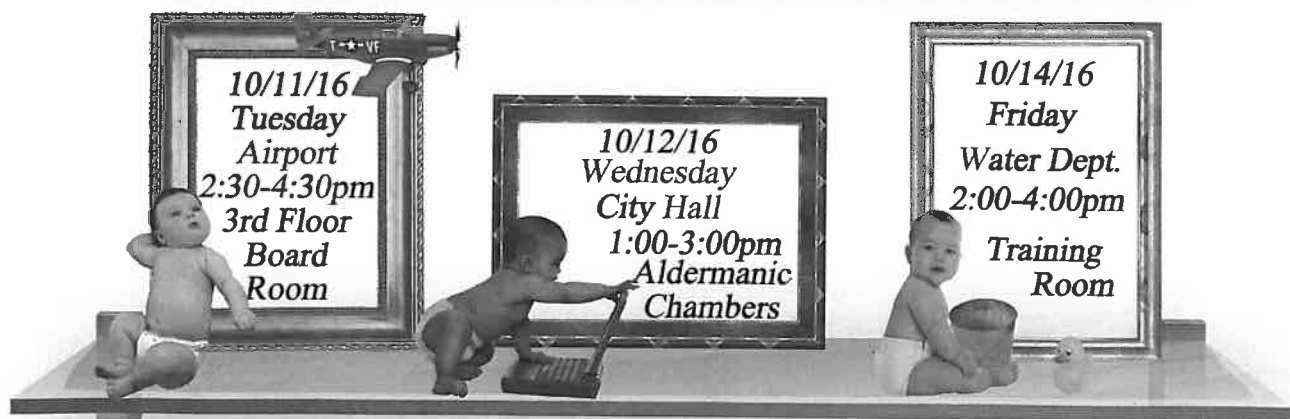
City's Wellness Committee



This email was sent by: **The City of Manchester, NH**
Please do not respond to this email.
If you require assistance, please email webmaster@manchesternh.gov.

City Of Manchester Flu Clinic Schedule

**Protect the Ones You Love by Protecting Yourself
Get your Flu Shot!**



Questions/Concerns contact benefitscoordinator@manchesternh.gov

Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

October 13, 2016

Keith Hirschmann, Chair
Human Resources and Insurance Committee
One City Hall Plaza
Manchester, NH 03101

RE: *Secova Dependent Audit Recommendations for Improving Dependent Eligibility Accountability*

Dear HRIC Members:

The Committee on Human Resources/Insurance requested that any recommendations for improving accountability for insurance dependent eligibility as a result of the recent audit be forwarded to them.

The internal audit committee (Kevin Buckley, Sue Figg and I) debriefed after the completion of the recent dependent eligibility audit to review not only the status of the report but also to determine what methods or procedures the city could improve upon as a result of the findings.

The committee agreed that 34 true ineligible of the 2131 dependents on the plan (1.6%) is a good indicator that city employees generally are diligent in reporting status changes as required and covering only those dependents who are truly eligible for health and/or dental insurance.

DENTAL - Upon closer review of the 34 ineligibles – 10 dependents (3 spouses and 7 children) were covered by dental insurance only. A number of the dental ineligibles were dependent children who aged out of eligibility. Eligibility for dental insurance differs from health in that coverage stops at age 19 unless the child is a full-time student. Coverage is extended to age 25, with verification of student status. Many dental plans provide coverage to age 26 like health insurance, but this is not mandatory as the city opted out of this provision. Note: if the non-student dependent over age 19 had dental claims, the claims would have been denied until verification of student status was provided. Thus, it is reasonably deduced that there were no claim payments for ineligible 19-25 year olds identified in the report.

Recommendation: Continue to stress dental eligibility at open enrollment, new employee orientation and on the web. Reinforce the need for employees to timely report status changes, such as divorce.

HEALTH AND DENTAL PLANS – Ineligible Spouses and Children – 24 dependents

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065
E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

A few employees continued to carry ineligible ex-spouses and step-children. The city opted out of the state mandate to continue coverage for ex-spouses for up to three years.

Recommendation: Encourage payroll clerks to pro-actively speak with department employees about benefits continuation once it is known that a divorce is pending or has occurred.

Explain to employees their duty to report changes in marital status at open enrollment, orientation and during the year. Continue to post this on the web.

Request copies of birth certificates for all new enrollee child dependents on city benefits (dental and health).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jane E. Gile", with a stylized, flowing script.

Jane E. Gile, SPHR, SHRM S-CP
Human Resources Director

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that the Member Medical presentation has been received and filed.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Gormand".

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held October 18, 2016, on a motion of Alderman O'Neil, duly seconded by Alderman Long, the report of the Committee was referred back to the Committee on Human Resources/Insurance.

A handwritten signature in black ink, appearing to read "Matthew Gormand".

City Clerk